



DEPARTMENT OF THE NAVY
OFFICE OF THE ASSISTANT SECRETARY
(FINANCIAL MANAGEMENT AND COMPTROLLER)
1000 NAVY PENTAGON
WASHINGTON, D.C. 20350-1000

MAR 9 1999

MEMORANDUM FOR DISTRIBUTION

Subj: BUSINESS CARDS

Ref: (a) ASN(FM&C) memo of 8 Jul 98
(b) OSD memo of 28 Aug 98
(c) Comptroller General Decision ltr B-280759 of 5 Nov 98
(d) USD(C) memo of 30 Jun 98

Reference (a) conveyed the Department of the Navy (DON) policy for procuring business cards. Based on the subsequent issuance of references (b) and (c), the DON policy is hereby revised. The new policy permits general or flag rank or civilian Senior Executive Service members to authorize the printing of business cards for those organizations or positions that require business cards in the performance of official duties.

References (b) and (c) permit government employees to print business cards, using existing software and agency-purchased card stock, for use in connection with official activities when the exchange of cards would facilitate mission-related business communications. Therefore, the DON policy now provides senior DON officials this same discretion. Appropriations used to finance daily operating expenses are appropriate for this purpose.

My point of contact for this issue is Ms. Shari Ritter, FMO-113, who can be reached at (202)685-6711, DSN 325-6711, or by e-mail at ritter.shari@fmo.navy.mil.

GLADYS J. COMMONS
Principal Deputy
Assistant Secretary of the Navy
(Financial Management and Comptroller)

Distribution:

AAUSN
CNO
CMC
CINCLANTFLT
CINCPACFLT
CINCUSNAVEUR
COMSC
COMNAVSPECWARCOM
COMNAVSEASYSOM
COMNAVAIRSYSOM

Subj: BUSINESS CARDS

Distribution; (Cont)

COMSPAWARSSYSCOM

ONR

COMNAVFACENGCOM

COMNAVSUPSYSCOM

DIRSSP

BUMED

BUPERS

CNET

COMNAVRESFOR

COMNAVMETOCCOM

COMNAVSECGRU

ONI

COMNAVCOMTELCOM

NAVSYSMGMTACT